

MONITOR FORM--AFTER SCHOOL SNACK PROGRAM

Directions: A representative of the school that is operating the After School Snack Program must monitor Program operations at least twice during the year. (By regulation, a food service management company representative cannot conduct these reviews.) The review includes observing the snack program in operation. The first monitoring visit is to be made during the first four weeks that the snack program is in operation each school year. The second is to be conducted some time during the remainder of the school year.

Review Number

Circle Review Number:	1st of 2 (during first four weeks of operation)	2nd of 2	Follow-up (If corrective action was required)
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Site Information

1. School Name:		Site:	
2. Reviewer Name:		Date:	
3. Name(s) of After-School Program Personnel Interviewed:			
4. Is this a Site or Area Eligible Program (the school is on DOE's current 50% list for ASP)? ____yes ____no			
5. If this is not a Site or Area Eligible Program, complete the information on the next line.			
____ Non-Pricing Program ____ Pricing Program:	Number of Students in ASP Approved Free: _____	Number of Students in ASP Approved Reduced : _____	Number of Students in ASP Over-Income / Paid: _____

Menus and Production Records

1. Are menus posted for the week?	____yes ____no
2. Are menus retained on file?	____yes ____no
3. Do menus consistently meet meal pattern and serving size requirements?	____yes ____no
4. Are there snack production records on file to support the snack menus	____yes ____no
5. Are the production records complete so that it can be determined that sufficient food was prepared for the number of snacks served?	____yes ____no

Day of Review

1. Snack Menu Observed:
2. Menu/Food Items & Portion Sizes Served:
3. Number of children served: _____
4. Describe how meal counts are taken and recorded:
5. What enrichment and/or educational activities are children involved in?
6. Are the children appropriately supervised? Explain.

Instructions for Completing the Monitor Form for After-School Snack Program

Review Number:

Circle the review that is being conducted.

- 1st of 2 - This is the first of the two reviews.
- 2nd of 2 - This is the second of the two reviews.
- Follow-up is the review required to verify that errors found in a previous review were corrected and that the corrective action that was required has been implemented.

Site Information:

1. Enter School Food Authority Name and site of after school snack program. Example: *Montpelier School District. Site: State Street School.*
2. Enter name of reviewer and the Date. Example: *Jane Smith. September 23, 2006.*
3. Enter name of After School Care Program Manager/Coordinator. Example: *Betsy Jones*
4. If the site is either area eligible or site eligible check yes. (Refer to the current "50% list for After School Snack Program.) If your school is not on the list, check No and answer question 5.
5. If the program is not area or site eligible, indicate if the program is a pricing or non-pricing program. Record the number of students enrolled that are approved as free eligible, reduced-price eligible, and over-income.

Menus and Production Records:

1. Indicate if the planned menus for the After School Snack are posted for the week. This is not a requirement, but a nice way to advertise the program.
2. Indicate if the snack menu records are kept on file. Records must be completed and kept on file.
3. Indicate if the snack menus contain a minimum of two of the four meal components.
Meal Pattern Requirement Reminders:
 - ① Full portion sizes of two different meal components must be served, as a minimum.
 - ② Juice and milk cannot be served as the only two components at snack.
 - ③ Cookies and sweet dessert-type items can be served no more than twice per week.
 - ④ Non-creditable food items cannot be counted as one of the two required components at snack.
4. Check the menu production records to see if the required information is provided.
5. Determine if sufficient food was prepared to meet minimum requirements.

Day of Review:

1. Record the planned menu for the After-School Snack, if there is a planned menu posted. If not, ask the After School Program Director what has been planned for the day.
2. Record the food items served for the snack.
3. Record the number of children served and claimed for snack.
4. Briefly describe the procedure used to take the point of service snack count e.g., roster, check sheet, etc.). Indicate who takes the count and the forms/records that the daily count is recorded on. Area Eligible programs need only a point of service count of the total number of children served. Programs located in schools that are not area eligible must take the meal count by category - free, reduced price and paid - without overt identification of the eligible children. Non-pricing programs claiming only paid reimbursement may take a point of service count of the total number of children served.
5. Briefly describe the activities provided for children (e.g., homework help, snowshoeing, computer instruction, etc).
6. Comment on the supervision of the children (e.g., one adult for 15 children, 2 adults and a high school student for 25 students, etc.).

Training

1. Has staff attended training in snack program requirements?	____yes	____no
2. What topics were covered?		
3. Is documentation on file?	____yes	____no

Recordkeeping

1. Is the daily snack count sheet complete and kept on file?	____ yes	____ no	
2. Are snack records completed daily?	____ yes	____ no	
3. Are daily sign-in sheets/attendance records kept on file?	____ yes	____ no	
4. Is the master list of enrolled children complete and current?	____ yes	____ no	
5. Does the school or food service program have applications on file for all children approved as eligible for free and reduced price meals?	____ yes	____ no	____ NA (area eligible only)
6. Are records given to the food service manager on a regular basis?	____ yes	____ no	
7. Is the "...And Justice for All" poster on display?	____ yes	____ no	

Sanitation

1. Are sanitary procedures followed in the service of snacks?	____yes	____no
2. Do all children wash their hands before meal service?	____yes	____no

Corrective Action

1. Check if the following apply	2. Explanation of any checked items and corrective action to be taken
• No records	
• Incomplete records	
• Meal pattern errors	
• Poor sanitation	
• Counted incomplete snacks	
• Counted more than one snack per child.	
• Other	
3. Person responsible for corrective action: _____ Date due: _____	

Signatures

_____	_____
Food Service Representative Conducting the Review	Snack Program Supervisor or Representative

Training:

1. Indicate if the after-school care program staff has attended training in snack program requirements. The school food authority, food service director/manager or the State Agency may have provided training.
2. If yes, record the topics covered in the training.
3. Indicate if documentation of the training is on file. It is recommended that documentation of training be kept on file.

Recordkeeping:

1. Indicate if the daily snack count sheets are kept on file.
2. Indicate if the snack records are completed each day of the program.
3. Indicate if the daily sign-in/attendance sheets are kept on file.
4. If program is not an Area Eligible Program, indicate if the master list of enrolled children is complete and current. The master list is necessary so that the food service manager will know which categories to claim the snacks in.
5. Indicate if the school or food service manager has free and reduced price meal applications on file for all children approved as free or reduced price eligible.
6. Indicate if there is a procedure in place for the food service manager to receive the snack records and meal counts for Claim preparation purposes.
7. Indicate if there is a "...And Justice for All" poster on display in the meal service area.

Sanitation:

1. Indicate if the proper sanitary procedures are followed in the preparation and service of snack.
2. Indicate if the children wash their hands prior to snack service. This is not a requirement but highly recommended!

Corrective Action:

1. Check the appropriate boxes if any the items apply during the review. Write an explanation of the findings during the review and describe the actions that must be taken to correct the problems or deficiencies found during the review.
2. Indicate the person responsible for making sure the corrections are made.
3. Indicate the date by which the corrections must be made.

Signatures

Signatures of both the food service program representative (or other school official) conducting the review and the person responsible for the snack program (or designated representative) must be recorded on the bottom of the review sheet.